

## **MADERA COUNTY**

### **JUVENILE DETENTION OFFICER SUPERVISOR**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing Juvenile Detention Facility operations, functions, and activities during an assigned shift; to assume responsibility for the care, welfare, custody, rehabilitation, and transportation of juvenile detainees in the County's Juvenile Detention Facilities; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing Juvenile Detention Facility operations, functions, and activities during an assigned shift; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; provides assistance with the most difficult and complex shift problems and behavioral problems of detainees; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; provides information to the Deputy Chief Probation Officer on shift problems and behavioral problems of detainee; plans, organizes, and supervises a program of work, study, and recreation for a group of delinquent or emotionally disturbed adolescents in a County Juvenile Detention Facility; oversees activities such as housekeeping, clothing issue, personal hygiene, meals, arts and crafts, and sports; maintains good discipline and instructs detainees in gaining insight into themselves and their relationships to family, peers, and adults; observes and records information on detainee behavior, attitude, appearance, interests, and skills; may assist Deputy Probation Officers in the development of treatment plans for detainees; admits and releases juvenile detainees; contacts parents, Deputy Probation Officers, law enforcement personnel and others as required; supervises visitor activities; remains alert for potential problems and takes measures to reduce tension and avoid violence; participates in training programs.

#### **When assigned to Transport:**

Searches and restrains detainees to be transported; transports detainees to and from courts, institutions, and other facilities; supervises and secures detainees during transport; inspects and maintains vehicles as assigned.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operations, policies, functions, services, and activities of the County's Juvenile Detention Facilities.  
Behavior problems of juveniles.  
Care and custody of juvenile detainees.  
Health and personal hygiene methods.  
Behavior management and counseling techniques.  
Principles of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Proper firearm use and maintenance.  
Proper use and application of mechanical restraints, soft restraints, and chemical agents.

### **Skill to:**

Operate firearms and other modern law enforcement equipment.  
Operator a motor vehicle safely.  
Operate modern office equipment including computer equipment.

### **Ability to:**

Anticipate and prevent acts of violence to persons and property.  
Supervise, assign, coordinate, and review the work of Juvenile Detention Officers during an assigned shift at a County Juvenile Detention Facility.  
Supervise, train, and evaluate assigned staff.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Assume responsibility for the care and custody of an assigned group of juvenile detainees.  
Apply the methods, procedures, and practices used in the care, custody, and detention of detainees.  
Respond constructively to juvenile detainee behavioral problems and gain their cooperation when possible.  
Adapt quickly and effectively to emergency situations.  
Supervise a group of juvenile detainees in work, meal, and leisure time activities.  
Prepare clear and concise log entries and reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four (4) years of increasingly responsible work experience comparable to that of a Juvenile Detention Officer I/II/III with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminology, behavioral science, social work, or a related field. A Bachelor's degree is desirable.

**License or Certificate:**

Completion of, or ability to complete, requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Completion of the Corrections Standards Authority's Juvenile Institution Basic Academy. Ability to complete the Supervising Core Course.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations; some positions may require the ability to travel to different sites and locations; availability for shift work.

**Effective Date:** August, 2001  
April, 2009 - Amendment